

Wittenberg University

Position Description

Title:		Date:	
Department:		Incumbent:	
Administrative (exempt)		Support Staff (non-exempt)	
Full-time	Part-time	Grade	
Primary Purpose			
Essential Functions of Position			Time%

Highest Level of Formal Education Required			
High School Diploma or GED equivalent	Associate's Degree		
Bachelor's Degree	Master's Degree		
Ph.D.	MFA		
ADB	Degree or equivalent experience		
Work Experience Required			
Less than 12 months	1 – 3 years		
4 – 6 years	7 – 10 years		
10+ years			
Special Training / Licensure / Certification (required/preferred)			
Distinguishing Characteristics (special hours required, working environment, travel)			
Physical Demands (stand more than 50% of workday, ability to life up to 40 lbs. etc.)			
List positions that directly or indirectly report to this position (i.e. 3 support staff, 4 programmers, 2 student workers, etc.)			